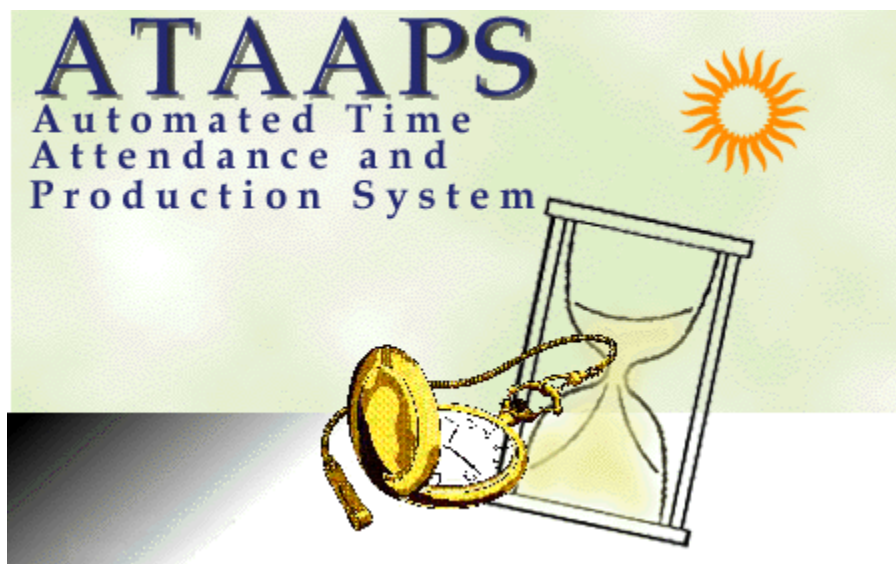


# U.S. Department of Energy

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## Automated Time Attendance and Production System (ATAAPS)



## ATAAPS Desk Guide for Web Version 8.1

*Prepared By:*

Energy Finance and Accounting Service Center

January 2009

Desk Guide for the Web Version of ATAAPS  
Labor Input, Certification & Inquiries

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## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

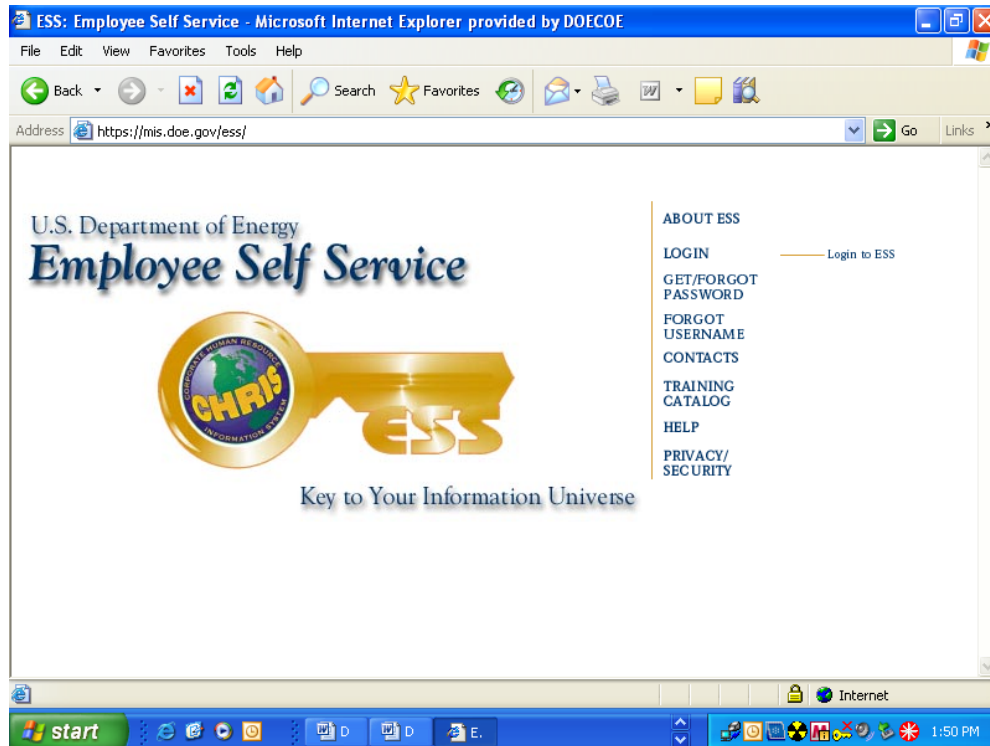
To perform time and attendance responsibilities using the ATAAPS Web version, follow the instructions below:

1. Open browser (Internet Explorer is preferred or Netscape.) NOTE: Browser must be 128 bit encrypted and Internet Explorer version 5.x or Netscape version 4.x or higher.
2. Go to the U.S. Department of Energy's Employee Self Service at the following URL:

<https://mis.doe.gov/ess>

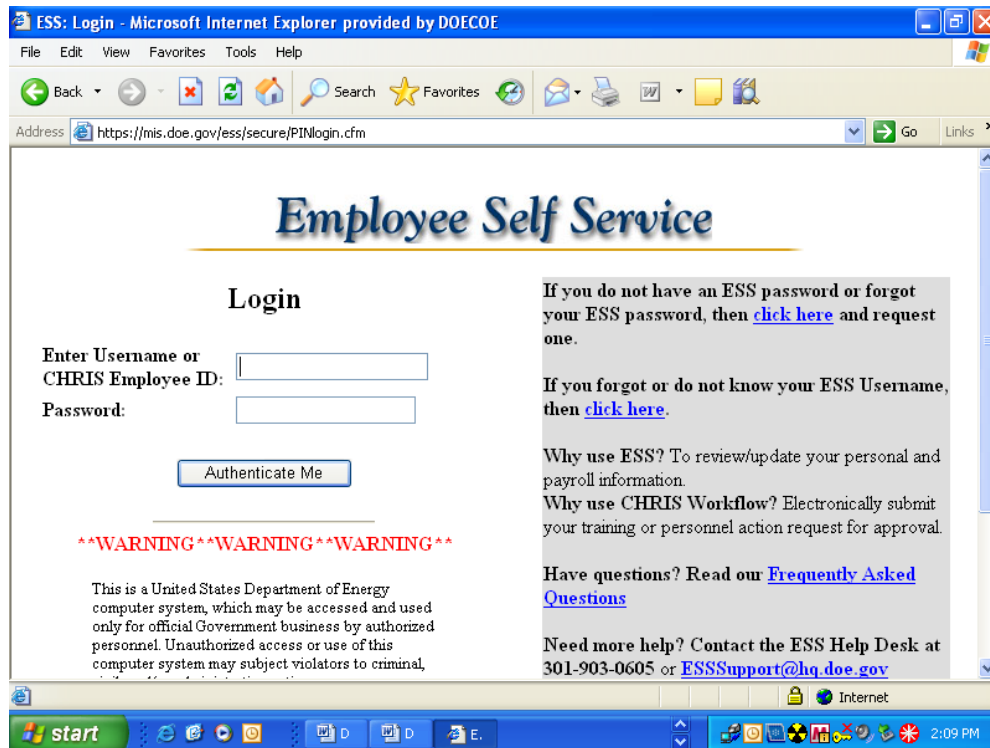
*Note: DOE Employee Self Service is available from your home using your local Internet Service Provider anytime, 24-hours a day, Monday through Saturday. The enterprise server database files are taken down for backup purposes each Sunday from 7:45 p.m. until midnight Eastern Time. DOE Employee Self Service will not be available during these backup periods.*

*The myPay website is usually unavailable each Sunday from approximately midnight until 6:00 a.m. Eastern Time. This outage affects viewing your leave and earnings statements as well as updating payroll functions. ESS will be available as normal during the myPay outage.*



3. Click "Login" and the following screen will appear. Enter your User Name or CHRIS Employee ID and Password.

# Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries



4. Click on “Authenticate Me” and the following screen will appear.



## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

**PASSWORD:** To change your password, select the “Change Password” link on the ESS Top Menu or Account Maintenance section:

**employee self service** Welcome Page | Feedback | Change Password | Change Username | FAQ | Links | Phonebook | Logoff

Review | Update | CHRIS/PeopleSoft | Training | IDP | PMCDP | Time/Leave | Help

[Text-only menu](#) | [Admin access](#)

Good morning, **PAULETTE CARON**. Today is Thursday, August 21, 2008, 11:04:38 AM EDT.

### General Information

**ESS Help Desk:** 301-903-0605  
[ESSSupport@hq.doe.gov](mailto:ESSSupport@hq.doe.gov)

**Payroll/ATAAPS Help Desk:** 301-903-2500, Option 4  
(Enterprise Application Support), Option 4 (Payroll Support)  
[PayrollCSRHelpDesk@hq.doe.gov](mailto:PayrollCSRHelpDesk@hq.doe.gov)

### Account Maintenance

- [Change Username](#)
- [Change Password](#)
- [Set / Change Security Questions](#)
- [View your ESS transactions](#)
- [LES Reminder Email Opt-Out](#)

[Electronic W-2 Notice and Disclosures](#)

### What's New

**Voice your opinion and ideas here.**

[Submit a Survey](#) • [Make a Suggestion](#)

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**NEW!** [07/28/2008 - New Leave Types Available on Leave Request Form](#)

[View all bulletins](#)

Review the Rules of Behavior and Rules for Passwords. To change your password, enter your old and new password in each of the boxes provided and click the Change My Password button.

https://mis.doe.gov - ESS: Change your password - Microsoft Internet Explorer provided by DOE/COE

## Employee Self Service

### Change your password

Current password:

New password:  (8 to 20 characters)

Re-enter new password:

A valid password must meet the following requirements:

- 8 to 20 characters in length
- contain at least one number
- must start and end with a letter
- must have the at least one special character (\$ or # only)

Alphabetic characters are NOT case-sensitive (i.e., no differentiation is made between uppercase and lowercase versions of the same character).

## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

**Labor Input:** To log into ATAAPS, click on the Time and Attendance (ATAAPS) tab under the Time/Leave tab on the ESS homepage.

**employee self service** Welcome Page | Feedback | Change Password | Change Username | FAQ | Links | Phonebook | Logoff

Review Update CHRIS / PeopleSoft Training IDP PMCDP Time/Leave Help

[Text-only menu | Admin access](#)

Good morning, **PAULETTE CARON**. Today is Thursday, August 21,

**General Information**

**ESS Help Desk:** 301-903-0605  
[ESSSupport@hq.doe.gov](mailto:ESSSupport@hq.doe.gov)

**Payroll/ATAAPS Help Desk:** 301-903-2500, Option 4  
(Enterprise Application Support), Option 4 (Payroll Support)  
[PayrollCSRHelpDesk@hq.doe.gov](mailto:PayrollCSRHelpDesk@hq.doe.gov)

**Time and Attendance (ATAAPS)**

- Leave Request Processing (SF-71)
- Submit a new leave request
- Review current leave requests
- Delete a leave request
- Certifier leave request processing
- Reports
- Verify T&A/Leave
- Employee List by Roster Certifying Official

The Privacy page is then displayed.

**Disclaimer**

Legal Notice

**\*\* For Official Use Only \*\***

**WARNING PRIVACY, AND SECURITY NOTICE**

This is a Department of Energy computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U.S. Government use.

DOE computer systems may be monitored for all lawful purposed, including ensuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring of Title 5, U.S. Code and Title 31 U.S. Code for the purpose of reporting includes active attacks by authorized DOE entities to test of verify the security of this system. During monitoring, information may be examined, recorded, audited, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored, recorded and audited.

Use of this DOE computer system, authorized or unauthorized, constitutes consent to monitoring, recording and auditing of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring, recording and auditing may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring, recording and auditing for these purposes.

This information is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Official Use Only (FOUO).

I agree to the above terms of use.

yes no

Click "YES" to continue.

## Desk Guide for the Web Version of ATAAPS

### Labor Input, Certification & Inquiries

The active items in the following screen are available for selection. To enter hours click on "Labor".

ATAAPS Menu			
<b>Timekeeping</b> <a href="#">Labor</a> <a href="#">Labor/Leave Review</a> <a href="#">Timekeeper Review</a> <a href="#">Default Labor</a>	<b>Administration</b> <a href="#">Certification</a> <a href="#">Personnel Management</a> <a href="#">Roster Management</a> <a href="#">Team Management</a> <a href="#">Employee Reopen</a> <a href="#">Database</a>	<b>Accounting</b> <a href="#">Task</a> <a href="#">Job Order</a> <a href="#">Work Center</a>	<b>Utilities</b> <a href="#">Inquiries</a> <a href="#">SDA</a> <a href="#">Defaults/Favorites Maintenance</a> <a href="#">Change UIC - 3C0000</a>

The following is the screen for entering **labor** hours. The pay period can be changed by selecting the drop down menu and clicking PayPeriod or one of the two arrow buttons next to the drop down menu. To enter labor hours click on the Insert Row Button located below the Reported Hours line.

**Employee Information**

Logged In As: CARON, PAULETTE D UIC: TRAINO  
 Team: Paulette's Team   << >> Team  
 Employee: DUCK, DAISY   << >> Employee  
 Begin Pay Period: 2008-Aug-17   << >> PayPeriod  
 NtDiff/Haz/Oth: No Concur: No    Certified: No    Sent To Payroll: No

		August														
		17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	Work Center Task Job Order Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Scheduled Hours		0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	<b>80.00</b>
Reported to Scheduled Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU																

[Go to Top](#)

The screen will change to look like the one below. Enter a "Work Center", a "Task", "Job Order" (Optional) and the "Type of Hours".

**Employee Information**

Logged In As: CARON, PAULETTE D UIC: TRAINO  
 Team: Paulette's Team   << >> Team  
 Employee: DUCK, DAISY   << >> Employee  
 Begin Pay Period: 2008-Aug-17   << >> PayPeriod  
 NtDiff/Haz/Oth: No Concur: No    Certified: No    Sent To Payroll: No

		August														
		17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	Work Center Task Job Order Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px 10px;">TRN1</span> <span style="border: 1px solid #ccc; padding: 2px 10px;"> </span> <span style="border: 1px solid #ccc; padding: 2px 10px;"> </span> <span style="border: 1px solid #ccc; padding: 2px 10px;"> </span>															0.00
Scheduled Hours		0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	<b>80.00</b>
Reported to Scheduled Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU																

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## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Click on the "Book" icon at the front of the row and the system will show the codes for each of the fields along with the description associated with that code. Select the appropriate values by clicking on one from each group to highlight them. Then click OK.

**Selection Descriptions**

**Work Centers**: TRN1 - TRN1

**Tasks**: 123456789 - 123456789  
LEAVETASK - LEAVETASK  
REGTASK01 - SCSAHF3001000  
REGTASK03 - REGTASK03

**Job Orders**: NONE  
A25350 - A25350

**Type Hours**: HG - Holiday Work (Graded)  
RG - Regular (Graded)  
CB - Travel Comp Time Earned  
CC - Compensatory Time Callback

Ok Cancel

Clicking the Smiley Face will display a selection of pre-determined Work Center / Task / Job Order combinations. Select the appropriate line and click OK. The Type Hour must be selected from the drop down.

The screen displays as shown below.

Accounting Code Information								
	Work Center	Task	Description	Job Order	Description	Sub Acct Code	User Data	Percentage
<input type="radio"/>	TRN1	123456789	123456789	A25350	A25350			100
Ok Cancel								


After the drop-down fields are filled, enter time for that entry. Enter time by typing the number of hours worked: i.e., 8, 9, or 7.45. (NOTE: Whole hours are entered by just entering the number, i.e. a 4 with no decimal. Partial hours are entered as HH.MM ((hours, hours, minutes, minutes)) by using a decimal point not a semi colon. For example: quarter hours are 4.15, 4.30 and 4.45).

Employee Hours																					
						August	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
			Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>			TRN1	LEAVETASK	A25350	LS		3.00	2.00	5.00											10.00
Scheduled Hours							0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	80.00
Reported to Scheduled Hours							0.00	3.00	2.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
Save	DeleteRow	CopyRow	NilDiff/Haz/Oth			InsertRow	Refresh	Summary		Create LU											

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## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Click the save button to update the database. If you fail to click the save button before closing the window, the system will not save the entry. Also, a time must be entered for each row created or the system will display a message that "**Labor Duration not entered**" under the line where no hours have been entered. The system will also alert if the number of hours entered exceed the scheduled hours (regular hours) on any given day by an  above the day where the problem occurs as shown below. ALL errors must be corrected before successfully saving all entries to the database.

Employee Hours													
Scheduled Hours Exceeded													
						August	17	18	19	20	21	22	23
		Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<input type="checkbox"/>		TRN1	LEAVETASK	A25350	LS		3.00	2.00	11				
<input type="checkbox"/>		TRN1	123456789	A25350	OS	4.00							
<input type="checkbox"/>		TRN1	LEAVETASK		LA								
Labor Duration not entered.													
Scheduled Hours						0.00	10.00	10.00	10.00	10.00	0.00	0.00	
Reported to Scheduled Hours						0.00	3.00	2.00	11.00	0.00	0.00	0.00	
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU						

If time is correctly entered, no error messages will display after clicking the save button. The system has saved all entries to the database.

Employee Hours																					
						August	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
		Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/>		TRN1	LEAVETASK	A25350	LS		3.00	2.00	10.00											15.00	
<input type="checkbox"/>		TRN1	123456789	A25350	OS	4.00														4.00	
<input type="checkbox"/>		TRN1	LEAVETASK		LA										4.00					4.00	
Scheduled Hours						0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	80.00	
Reported to Scheduled Hours						0.00	3.00	2.00	10.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	19.00	
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU														

[Go to Top](#)

To show sick leave as "Family Friendly" or to show regular hours attributed toward "Labor Relations Issues" enter the hours for the day that it applies. Then click "Save" and click on the "NtDiff/Haz/Oth" button located below the row on the screen. The page will change as shown below:

## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Employee Hours					August													
		Work Center	Task	Job Order	Type hr	17	18	19	20	21	22	23	24	25	26			
						Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue			
<input type="checkbox"/>		TRN1	LEAVETASK	A25350	LS		3.00	2.00	10.00									
Sub Acct						NtDiff												
User Data						Hz/Oth												
						Remote Site Pay												
<input type="checkbox"/>		TRN1	123456789	A25350	OS	4.00												
Sub Acct						NtDiff												
User Data						Hz/Oth												
						Remote Site Pay												
<input type="checkbox"/>		TRN1	LEAVETASK		LA										4.00			
Sub Acct						NtDiff												
User Data						Hz/Oth												
						Remote Site Pay												
						Scheduled Hours												
						Reported to Scheduled Hours												
Save						DeleteRow												
CopyRow						NtDiff/Haz/Oth												
InsertRow						Refresh												
Summary						Create LU												

Click on "add" below the leave day the entry applies to and the system will display the following screen:

**Employee Information**  
**Employee:** DUCK, DAISY  
**Date:** 8/18/2008  
**Job Order:** LEAVETASK  
**OP Code:** A25350  
**Type Hours:** Sick  
**Reason:**

DA - Birth of Son/Daughter or Care of Newborn  
DB - Adoption or Foster Care  
DC - Care for Spouse, Son, Daughter or Parent With Serious Health Condition  
DD - Serious Health Condition of Employee

Reason Remove Cancel

August  
17 18 19 20 21 22 23 24 25 26 27 28 29 30  
Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat  
☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Check all days that this reason applies.

Choose the reason that applies and select the days in which this reason applies, and then click the "Reason" button. The system will return to the labor screen and the proper code under the day(s) you indicated as shown below:

Click on "add" below a premium type hour or regular work day the entry applies to and the system will display the following screen:

## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

If telework or union reason code is required, click each day that it's to be applied, the proper code and then the Reason button. If hazardous duty applies, then click the proper code and then the Hazard button. The Remove button will cancel a previously posted Reason or Hazard code.

**Employee Information**

**Employee:** DUCK, DAISY  
**Date:** 8/18/2008  
**Job Order:** REGTASK03  
**OP Code:** A25350  
**Type Hours:** RegGrd

**Reason:** BD - Labor Management Relations  
BK - Grievance and Appeals  
TM - Telework Medical  
TS - Telework Ad Hoc/Situational

**Hazard:** EA - Flying  
EB - High Work  
ED - Dirty work  
EE - Cold Work

Reason Hazard Remove Cancel

August

17	18	19	20	21	22	23	24	25	26	27	28	29	30
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>									

**Employee Information**

**Employee:** DUCK, DAISY  
**Date:** 8/18/2008  
**Job Order:** REGTASK03  
**OP Code:** A25350  
**Type Hours:** RegGrd

**Reason:** BD - Labor Management Relations  
BK - Grievance and Appeals  
TM - Telework Medical  
TS - Telework Ad Hoc/Situational

**Hazard:** EA - Flying  
EB - High Work  
ED - Dirty work  
EE - Cold Work

Reason Hazard Remove Cancel

August

17	18	19	20	21	22	23	24	25	26	27	28	29	30
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>									

## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Remote Site Pay														
<input type="checkbox"/>			TRN1 ▾	REGTASK03	A25350	RG ▾		7.00	8.00		10.00			
Sub Acct					NtDiff									
User Data					Hz/Oth					TM	TM		TM	
Remote Site Pay									Add	Add		Add		
Scheduled Hours								0.00	10.00	10.00	10.00	10.00	0.00	0.00
Reported to Scheduled Hours								0.00	10.00	10.00	10.00	10.00	0.00	0.00
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth		InsertRow	Refresh	Summary	Create LU						

Click the "Save" button to post the entry to the database.

The **Sub Acct** and **User Data** are optional elements used at the Agency's discretion. The Timekeepers will be informed of the rules by the local administrator.

Repeat these steps for recording Labor Hours for all employees in your Team.

## Desk Guide for the Web Version of ATAAPS

### Labor Input, Certification & Inquiries

**Reviewing Your Leave Balance and Concurring Your Time Entered:** On the labor window, the employee has a hyperlink, View Leave, to view their leave balances. The balances reflect the last pay period. No edits or validations are performed between the labor input and leave balances. It is there for information purposes only. Only leave codes with data will display. Click the link to view leave.

The screenshot shows the 'Employee Information' form. It includes fields for 'Logged In As' (ERHART, BARBARA), 'UIC' (1 SMRD1), 'Team' (ORG40 - Fuel Cell Branch-D1), 'Employee' (ERHART, BARBARA), and 'Begin Pay Period' (2007-Sep-16). There are navigation buttons like '<<', '>>', 'Team', 'Employee', and 'PayPeriod'. At the bottom, it shows 'NIDiff/Haz/Oth: No', 'Concur: No', 'Certified: No', 'Sent To Payroll: No', and a 'View Leave' link.

This screens displays.

The screenshot shows the 'Leave Information' section. It includes a 'Back' button at the top left. Below it is the 'Employee Information' section with fields for 'Employee Name' (ERHART, BARBARA), 'Roster' (ORG40 - Fuel Cell Branch-D1), and 'As of Pay Period End Date' (11/02/05). Below that is the 'Leave Information' table.

Type	Beginning Balance	Earned YTD	Used YTD	Ending Balance
Annual	225.80	126.00	157.75	194.05
Compensatory	0.00	79.75	55.00	24.75
Sick	263.00	84.00	145.00	202.00

At the bottom left, there is another 'Back' button.

In ATAAPS, the Timekeepers do not have view access to any employees. They can view only their own leave balances. The Certifiers do have leave view access for employees in which they certify.

Perform the 'concur with your time' function by clicking on the Concur link on the labor window or on the 'Labor / Leave Review' on the menu page. The following screen is displayed. To concur, click in the check box to concur. Then click the OK button. The same leave view is as shown above in the Labor window.

# Desk Guide for the Web Version of ATAAPS

## Labor Input, Certification & Inquiries

Go to Bottom

**Employee Information**

Logged In As: CARON, PAULETTE D UIC: 3C0000

Begin Pay Period: 2010-Nov-07  << >> PayPeriod

[View Leave](#)

**Employee Hours**

☐ I CARON, PAULETTE D agree with labor charges and credits to leave and compensatory time shown.

Certify	Review	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARON, PAULETTE D		80.00	80.00	67.00	13.00	0.00	0.00

**Labor Details**







			November	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
00650	200000958		RG		9.00	9.00	7.00					9.00	8.00	9.00	8.00	8.00		67.00
00650	200000958		LH					9.00										9.00
00650	200000958		CF				2.00								1.00			3.00
00650	200000958		CT										1.00					1.00

Go to Top





## Desk Guide for the Web Version of ATAAPS

### Labor Input, Certification & Inquiries

**CERTIFICATION:** Selecting the certification link on the menu page performs certification of Time. The following page is then displayed. To change pay periods click the << button to proceed to the prior pay period or the >> button to see the next pay period. Alternatively click the pay period drop down.

Employee Information											
Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input type="checkbox"/>	<input type="checkbox"/>	DUCK, DAISY	*** ** 6666	80.00	44.00	25.00	19.00	0.00	4.00	
	<input type="checkbox"/>	<input type="checkbox"/>	DUCK, DONALD	*** ** 5555	64.00	64.00	52.00	12.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	GOOFY, REALLY	*** ** 7777	80.00	80.00	72.00	8.00	0.00	5.00	
	<input type="checkbox"/>	<input type="checkbox"/>	MOUSE, MICKEY	*** ** 2222	80.00	80.00	80.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	MOUSE, MINNIE	*** ** 4444	80.00	80.00	44.00	36.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	PLUTO, PAUL	*** ** 8888	80.00	80.00	80.00	0.00	0.00	0.00	
<div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div>											

First, the certifier is to view the labor details for each employee by clicking on the book. To certify an employee's data after reviewing their detail information, click in the Certify check box then click Save. To decertify, uncheck the box. Note: the Certify check box will be grayed out if all employee tour hours have not been reported or if the certification window is not yet open. To access an alternate certification roster, click on the roster dropdown, and then click the roster button.

Employee Information											
Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DUCK, DAISY	*** ** 6666	80.00	80.00	75.00	5.00	0.00	0.00	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DUCK, DONALD	*** ** 5555	64.00	64.00	56.00	8.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	GOOFY, REALLY	*** ** 7777	80.00	64.00	64.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	MOUSE, MICKEY	*** ** 2222	80.00	40.00	0.00	40.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	MOUSE, MINNIE	*** ** 4444	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	PLUTO, PAUL	*** ** 8888	80.00	0.00	0.00	0.00	0.00	0.00	
<div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div>											

## Desk Guide for the Web Version of ATAAPS

### Labor Input, Certification & Inquiries

Employee Information																		
Roster:			PAULETTE'S ROSTER										UIC: TRAIN0					
Employee:			DUCK, DAISY															
Pay Period:			2008-Aug-03															
Labor Details																		
			August	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
TRN1	LEAVETASK		LS		5.00													5.00
Sub Acct			Hz/Oth		DC													
TRN1	123456789	A25350	RG		5.00													5.00
TRN1	REGTASK03	A25350	RG			10.00	10.00	10.00					10.00	10.00	10.00	10.00		70.00

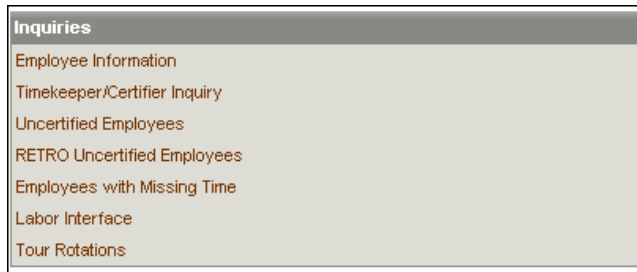
Certifying an employee's timesheet will lock their labor record. The timesheet can be viewed, but not modified. To make a correction, the certifying official must 'de-certify' the timesheet by unchecking the box and saving.



## Desk Guide for the Web Version of ATAAPS

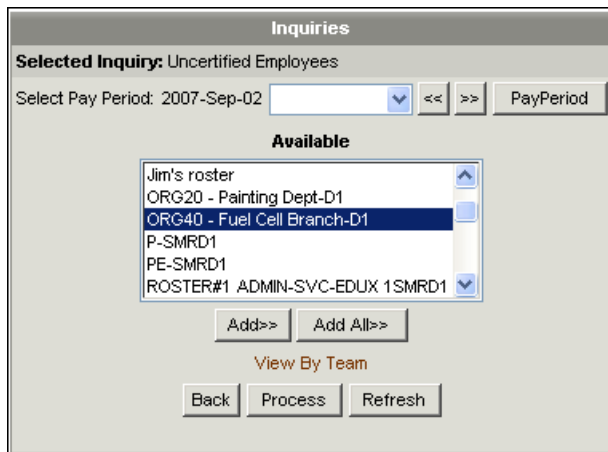
### Labor Input, Certification & Inquiries

**INQUIRIES:** Inquiries for Timekeepers and Certifying Officials. Select the Inquiry hyperlink under Utilities and the following screen displays.



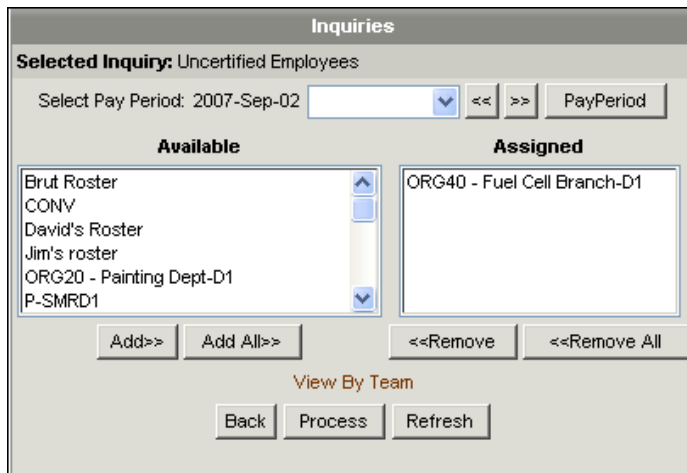
The screenshot shows a web application window titled "Inquiries". It contains a list of links: "Employee Information", "Timekeeper/Certifier Inquiry", "Uncertified Employees", "RETRO Uncertified Employees", "Employees with Missing Time", "Labor Interface", and "Tour Rotations".

**Certifying Officials:** To verify that all employees have been certified for your primary roster or if acting as alternate, select 'Uncertified Employees' and click Continue.



The screenshot shows the "Inquiries" window with "Selected Inquiry: Uncertified Employees". It features a "Select Pay Period" dropdown set to "2007-Sep-02", with "<<" and ">>" buttons and a "PayPeriod" button. Below is an "Available" list box containing: "Jim's roster", "ORG20 - Painting Dept-D1", "ORG40 - Fuel Cell Branch-D1" (highlighted), "P-SMRD1", "PE-SMRD1", and "ROSTER#1 ADMIN-SVC-EDUX 1SMRD1". There are "Add>>" and "Add All>>" buttons. At the bottom are "View By Team", "Back", "Process", and "Refresh" buttons.

Select the pay period from the drop down (if other than pay period displayed) or use double arrows to back one pay period or forward one pay period. The available rosters appear in the window. Select one or more rosters and click Add. If more than one Roster is desired, hold down the control key and click each desired roster and click Add.



The screenshot shows the "Inquiries" window with "Selected Inquiry: Uncertified Employees". The "Select Pay Period" dropdown is still "2007-Sep-02". The "Available" list box now contains: "Brut Roster", "CONV", "David's Roster", "Jim's roster", "ORG20 - Painting Dept-D1", and "P-SMRD1". The "Assigned" list box now contains "ORG40 - Fuel Cell Branch-D1". There are "Add>>" and "Add All>>" buttons for the available list, and "<<Remove" and "<<Remove All" buttons for the assigned list. At the bottom are "View By Team", "Back", "Process", and "Refresh" buttons.

## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Click process. The summary line appears. To get a list of employees, click the Uncertified Time Detail hyperlink.

<a href="#">Uncertified Time Summary</a> <a href="#">Uncertified Time Detail</a>		
<b>Uncertified Time Summary</b>		
<b>Pay Period Begin: 09/02/2007</b>		
Roster	Number of Uncertified Employees	Certifying Official
ORG40 - Fuel Cell Branch-D1	53	ANDERSON-D1-D1, MARVIN
<input type="button" value="New Inquiry"/>		

Uncertified Time Detail				
Pay Period Begin: 09/02/2007				
Name	Roster	Certifying Official	Phone Number	Team
ADAMS-D1-D1, DONALD	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG41 - Fuel Cell Disassemb-D1
ANDERSON-D1-D1, MARVIN	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG44 - Fuel Cell Reassembl-D1
AVVS2, A	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG400 - TEAM FOR 6 POS WVC
BLACK, RIO	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG400 - TEAM FOR 6 POS WVC
BROWN-D1-D1, SYLVIA	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG41 - Fuel Cell Disassemb-D1
BURRIS-D1-D1, KELLY	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG44 - Fuel Cell Reassembl-D1
CARR-D1-D1, JAMES	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG40 - Fuel Cell Branch-D1
CHAPMAN-D1-D1, DIANA	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG44 - Fuel Cell Reassembl-D1
CLOSE, RPC	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG20 - Painting Dept-D1
DANIELS-D1-D1, STACEY	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG44 - Fuel Cell Reassembl-D1
DATE, OPEN	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG40 - Fuel Cell Branch-D1
DELETE-D1-D1, WILLIE	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		Moving Team E-D1

If retro transactions have been made for a prior pay period, the timekeeper and certifier will be alerted when logging on to the system:

ATAAPS Menu			
<b>Timekeeping</b> <a href="#">Labor</a> <a href="#">Labor/Leave Review</a> <a href="#">Timekeeper Review</a> <a href="#">Default Labor</a>	<b>Administration</b> <a href="#">Certification</a> <a href="#">Personnel Management</a> <a href="#">Roster Management</a> <a href="#">Team Management</a> <a href="#">Employee Reopen</a> <a href="#">Database</a>	<b>Accounting</b> <a href="#">Task</a> <a href="#">Job Order</a> <a href="#">vWork Center</a>	<b>Utilities</b> <a href="#">Inquiries</a> <a href="#">SDA</a> <a href="#">Defaults/Favorites Maintenance</a> <a href="#">Change UIC - TRAIN0</a>

Retroactive Pay Periods
<a href="#">Retro Timekeeper Review</a>
<a href="#">Retro Certification</a>

## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Clicking on the hyperlink will display the teams or rosters that have retro transactions.

Retroactive Pay Periods		
Delete	Team Description	Begin Date
	Paulette's Team	2008-Aug-03

Retroactive Pay Periods		
Delete	Roster Description	Begin Date
	Paulette's Roster	2008-Aug-03

Click on the team or roster description to display.  
Retro Transactions can be viewed thru the Inquiry module.

To verify certification for employee with changes to prior pay periods, check the Retro Uncertified Employees and click continue.

Inquiries
<a href="#">Employee Information</a>
<a href="#">Timekeeper/Certifier Inquiry</a>
<a href="#">Uncertified Employees</a>
<a href="#">RETRO Uncertified Employees</a>
<a href="#">Employees with Missing Time</a>
<a href="#">Labor Interface</a>
<a href="#">Tour Rotations</a>

The window displays only those Rosters that contain Retro transactions.

Select one or more rosters and click Add.

Inquiries
<b>Selected Inquiry:</b> RETRO Uncertified Employees
<b>Available</b>
<div>ORG40 - Fuel Cell Branch-D1 PE-SMRD1</div>
<div>Add&gt;&gt;    Add All&gt;&gt;</div>
<div>View By Team</div>
<div>Back    Process    Refresh</div>

Click Process. The screen displays each pay period for which there are retro transactions.

## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

RETRO Uncertified Time Summary
RETRO Uncertified Time Detail

RETRO Uncertified Time Summary		
Pay Period Begin: 09/02/2007		
Roster	Number of Uncertified Employees	Certifying Official
ORG40 - Fuel Cell Branch-D1	1	ANDERSON-D1-D1, MARVIN

New Inquiry

Click the RETRO Uncertified Time Detail to view employee(s).

RETRO Uncertified Time Summary
RETRO Uncertified Time Detail

RETRO Uncertified Time Detail				
Pay Period Begin: 09/02/2007				
Name	Roster	Certifying Official	Phone Number	Team
BROWN-D1-D1, SYLVIA	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG41 - Fuel Cell Disassemb-D1

New Inquiry

**Timekeepers:** To view employees for your primary team or teams for which you are an alternate, select Employees with Missing Time and click Continue.

**Inquiries**

[Employee Information](#)  
[Timekeeper/Certifier Inquiry](#)  
[Uncertified Employees](#)  
[RETRO Uncertified Employees](#)  
[Employees with Missing Time](#)  
[Labor Interface](#)  
[Tour Rotations](#)

The default is to the current pay period / current system date. Click the calendar icon to select any day within the current pay period. If this setting is used, employees with fixed tours are selected. To include employees with variable tours, use Select Pay Period and calendar icon. In the Available box select the team to be viewed. If more than one team is desired, hold down the control key and click each desired team. Then click the Add button.

## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

**Inquiries**

**Selected Inquiry:** Employees with Missing Time

☒ Current Pay Period to 2007-Sep-26

☐ Select Pay Period 2007-Sep-16

**Available**

- Compressed-TeamAWS6
- Compressed8-Team1-D1
- DBA-D1
- David's Team
- Fixed Team
- FlexiTour-Team1-D1

Add>> Add All>>

Back Process Refresh

Select Pay Period and multiple teams were selected. Click Process after verifying selection.

**Inquiries**

**Selected Inquiry:** Employees with Missing Time

☐ Current Pay Period to 2007-Sep-26

☒ Select Pay Period 2007-Sep-02

**Available**

- Compressed-TeamAWS6
- Compressed8-Team1-D1
- DBA-D1
- David's Team
- Fixed Team
- FlexiTour-Team1-D1

**Assigned**

- ORG40 - Fuel Cell Branch-D1
- ORG41 - Fuel Cell Disassemb-D1

Add>> Add All>> <<Remove <<Remove All

Back Process Refresh

The summary screen shows each team and number of missing employees. Click the hyperlink under the team name to view just that team's employees or click Missing Time Details to view all teams and employees.

Missing Time Summary [Missing Time Detail](#)

Missing Time Summary	
Team	Number of Employees With Missing Time
<a href="#">ORG40 - Fuel Cell Branch-D1</a>	5
<a href="#">ORG41 - Fuel Cell Disassemb-D1</a>	1

New Inquiry

ORG40 with a fixed and variable tour employee is shown below.

## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

[Missing Time Summary](#)   [Missing Time Detail](#)

Missing Time Details				
Employee	Number of Missing Hours	Tour of Duty	Team	Date of Missing Time
DATE, OPEN	8.00	8.00	ORG40 - Fuel Cell Branch-D1	09/07/2007
DATE, OPEN	8.00	8.00	ORG40 - Fuel Cell Branch-D1	09/12/2007
FIGHTER, FIRE	24.00	24.00	ORG40 - Fuel Cell Branch-D1	09/12/2007
ROSTERERR, TEST	8.00	8.00	ORG40 - Fuel Cell Branch-D1	09/03/2007
SAUFLEY, BOB	8.00	8.00	ORG40 - Fuel Cell Branch-D1	09/03/2007
TEAMS, MOVE	8.00	8.00	ORG40 - Fuel Cell Branch-D1	09/06/2007

[New Inquiry](#)

Click Missing Time Summary to view another team. Click New Inquiry at bottom of screen to start a new query.

To quickly find the status of an employee within the UIC, click on Employee Information.

**Inquiries**

- [Employee Information](#)
- [Timekeeper/Certifier Inquiry](#)
- [Uncertified Employees](#)
- [RETRO Uncertified Employees](#)
- [Employees with Missing Time](#)
- [Labor Interface](#)
- [Tour Rotations](#)

Type in entire or partial last name or first name. The entire SSN maybe entered.

**Employee Search**

Last Name  ☐ Exact Match











First Name

SSN

[Search](#) [New Inquiry](#)

Click Search

## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Employee List					
Select	Last Name	First Name	SSN	Team	Roster
	SMITH-D1	ADMIRAL	*** ** 5656	DBMS-TEAMD71-U1	ROSTRD71-D1
	SMITH-D1-D1	LINDA	*** ** 4445	ORG43 - Fuel Cell Final Tes-D1	ORG40 - Fuel Cell Branch-D1
	SMITH-D1-D1	LINDA	*** ** 4444	ORG43 - Fuel Cell Final Tes-D1	ORG40 - Fuel Cell Branch-D1
	SMITH-D2-D2-D2-D2-D2	ANN	*** ** 3333	WCD30-openteamEDUCATION DBMSD2	ROSTER#1 OPEN ADM-SVC-EDUDBMSD2
	SMITH-D2-S2-S2-S2-S2	ANN	*** ** 3334	WCS30-teamEDUCATION 2SMRD2	ROSTER#1 ADMIN-SVC-EDUX 2SMRD2
	SMITH-D3	LINDA	*** ** 4444	ORG43 - Fuel Cell Final Tes-D3	ORG43 - Fuel Cell Branch-D3
	SMITH-D3	LINDA	*** ** 4445	ORG43 - Fuel Cell Final Tes-D3	ORG43 - Fuel Cell Branch-D3
	SMITH-D4-D4-D4-D4-D4	ANN	*** ** 3333	WCD30-teamEDUCATIONABCD DBMSD4	AAS ROSTER#1 ADMIN-SVC-EDUX-D4
	SMITH-L4-L4-L4-L4-L4	ANN	*** ** 3334	052C LMP	ROSTER#1 ADMIN-SVC-EDUX 4LMP04
	SMITH-S1	ADMIRAL	*** ** 5657	SOMARDS-TEAMS71-U1	SOMARDS-ROSTRDS1-U1
<div> <div>New Search</div> <div>New Inquiry</div> </div>					

Click on the hand under Select to open the employee's information.  
Team and Roster are both links which display timekeepers and certifiers for that team and roster.

Employee Properties				
First Name:	ADMIRAL	Last Name:	SMITH-D1	
User Id:	admsmithd1	SSN:	*** ** 5656	
Phone Nbr:		SDA Id:	N/A	
Open Date:	04/01/2001	Close Date:		
Default Labor:	<input checked="" type="checkbox"/>	Premium Type Hours:	<input checked="" type="checkbox"/>	
Hazard Available:	<input checked="" type="checkbox"/>	Favorites Required:	<input type="checkbox"/>	
Retro Labor:	<input type="checkbox"/>			

Employee Settings				
	Description	Open Date	Close Date	UIC/Other
Team	<a href="#">DBMS-TEAMD71-U1</a>	04/01/2001		DBMSD1
Roster	<a href="#">ROSTRD71-D1</a>	04/01/2001		DBMSD1
Type:	Military - US Navy	04/01/2001		Graded
Status:	ACTIVE	04/01/2001		
Work Schedule:	PART-TIME	11/27/2005		
Temp Position:	None	04/01/2001		

Back

New Inquiry

New Search

To view teams and roster by tree diagram, click Timekeeper/Certifier Inquiry.

Inquiries
<a href="#">Employee Information</a>
<a href="#">Timekeeper/Certifier Inquiry</a>
<a href="#">Uncertified Employees</a>
<a href="#">RETRO Uncertified Employees</a>
<a href="#">Employees with Missing Time</a>
<a href="#">Labor Interface</a>
<a href="#">Tour Rotations</a>

# Desk Guide for the Web Version of ATAAPS

## Labor Input, Certification & Inquiries

### Timekeeper/Certifier Inquiry

New Inquiry

#### Teams and Rosters

- + Teams
- + Rosters

Go to the top

To expand each level, click on the + sign.

#### Teams and Rosters

- Teams
  - + Open Teams
  - + Closed Teams
- + Rosters

Continue clicking on the + sign until desired level is reached.

#### Teams and Rosters

- Teams
  - Open Teams
    - + 043 AAS TEAM1 UIC DBMSD8 . . . TEAMD71-D1
    - TEAMD71-D2 . . . WAPA 6 TEAM 1
      - TEAMD71-D2
        - Timekeepers
          - ADMINISTRATOR-D2, DATABASE
          - MEACHAM-D1-D1, VERA . . . Phone: 456-1122
          - MEACHAM-D2, VERA . . . Phone: 456-1122
        - + TEAMD72-D1
        - + TEAMD72-D2

#### Teams and Rosters

- + Teams
- Rosters
  - Open Rosters
    - + 04-30 AAS UIC-WIDE ROSTER
    - AAS ROSTER#1 ADMIN-SVC-EDUX-D1
      - Certifiers
        - SSSSXXXXXXXXXXXX-D1, AAA AAAAAAXXXXXXXXXX (Primary) . . . Phone: 333003333
        - RAYMON-D1-D1, FREDRICK
      - + AAS ROSTER#1 ADMIN-SVC-EDUX-D2
      - + AAS ROSTER#1 ADMIN-SVC-EDUX-D3



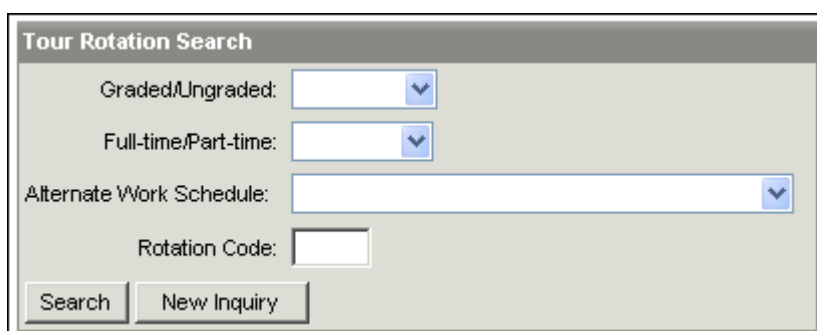
## Desk Guide for the Web Version of ATAAPS

### Labor Input, Certification & Inquiries

If an employee is on a Rotating Tour, such as a Fire Fighter or Guard, you can view the Rotating Tour Codes by clicking Tour Rotations.



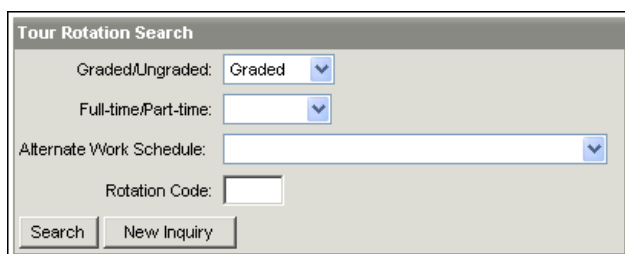
The 'Inquiries' menu is displayed with the following options: Employee Information, Timekeeper/Certifier Inquiry, Uncertified Employees, RETRO Uncertified Employees, Employees with Missing Time, Labor Interface, and Tour Rotations. The 'Tour Rotations' option is highlighted in orange.



The 'Tour Rotation Search' form contains the following fields and buttons:

- Graded/Ungraded:  (dropdown arrow)
- Full-time/Part-time:  (dropdown arrow)
- Alternate Work Schedule:  (dropdown arrow)
- Rotation Code:
- Search button
- New Inquiry button

At least one variable must be selected to retrieve the codes.



The 'Tour Rotation Search' form is shown with the following selections:

- Graded/Ungraded:  (dropdown arrow)
- Full-time/Part-time:  (dropdown arrow)
- Alternate Work Schedule:  (dropdown arrow)
- Rotation Code:
- Search button
- New Inquiry button

The four digit Tour Rotation Code represents the Rotation Code and the pay period sequence. If the rotation is not in the list, contact your super user with the information. The Super User will need to add the pay period rotations to the database. They will notify you after it's been added. This is further discussed in Personnel Management, Permanent Tour.

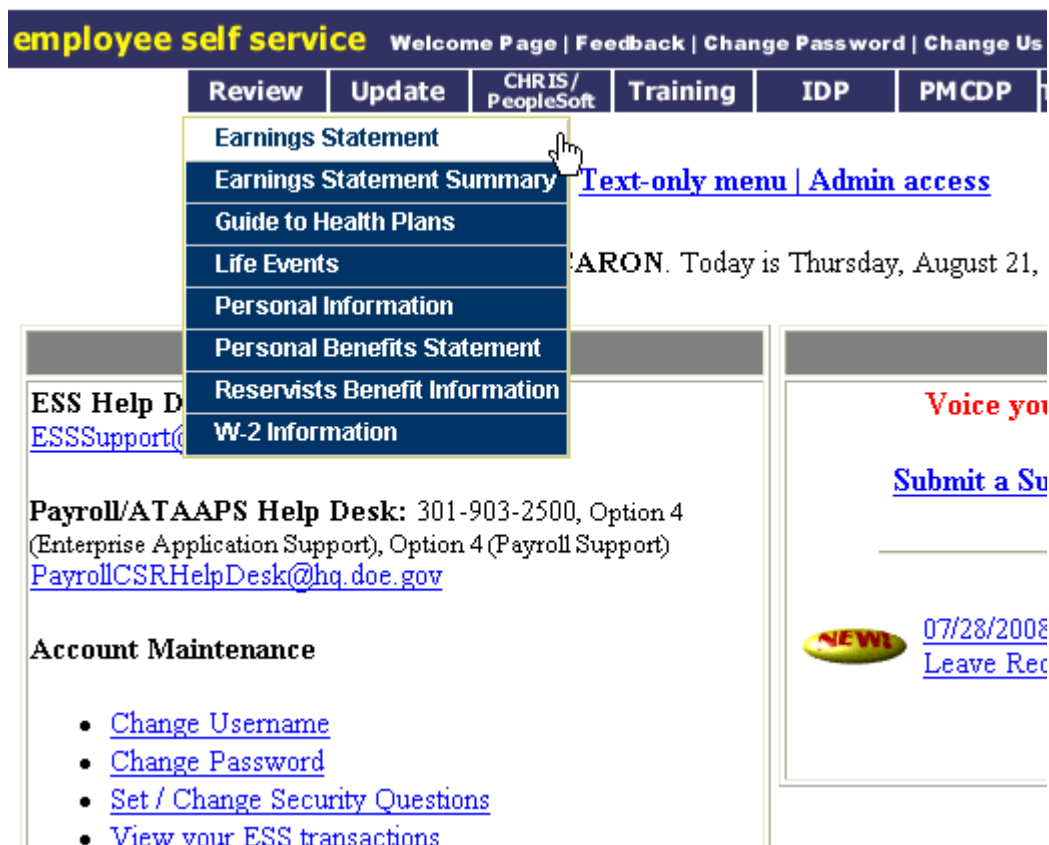
# Desk Guide for the Web Version of ATAAPS

## Labor Input, Certification & Inquiries

Tour Rotation List																			
Tour Rotation Code	Graded/ Ungraded	Full-time/ Part-time	Alternate Work Schedule	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sunday Premium	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sunday Premium
AA01	Graded	Full-time	6 - Compressed(80 hrs biwk; scheduled days)		10.00	10.00	10.00	10.00			No		10.00	10.00	10.00	10.00			No
Night Diff:					6.00	6.00	6.00	6.00											
AA02	Graded	Full-time	6 - Compressed(80 hrs biwk; scheduled days)		8.00	8.00	8.00	8.00	8.00		No		8.00	8.00	8.00	8.00	8.00		No
Night Diff:																			
AA03	Graded	Full-time	6 - Compressed(80 hrs biwk; scheduled days)	8.00	8.00	8.00	8.00	8.00			No	8.00	8.00	8.00	8.00	8.00			No
Night Diff:																			
AA04	Graded	Full-time	6 - Compressed(80 hrs biwk; scheduled days)			8.00	8.00	8.00	8.00	8.00	Yes			8.00	8.00	8.00	8.00	8.00	Yes
Night Diff:										6.00								6.00	
LM01	Graded	Part-time	2 - Gliding(5 days wk; 8 hrs)		4.00	4.00	4.00	4.00	4.00		No		4.00	4.00	4.00	4.00	4.00		No
Night Diff:																			
LM02	Graded	Part-time	2 - Gliding(5 days wk; 8 hrs)			4.00	4.00	4.00	4.00	4.00	Yes			4.00	4.00	4.00	4.00	4.00	Yes
Night Diff:								4.00	4.00	4.00								4.00	

## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

**Accessing Your Leave and Earnings Statement (LES):** To access your LES, select the “Earnings Statement” under the Review tab on the ESS Menu:

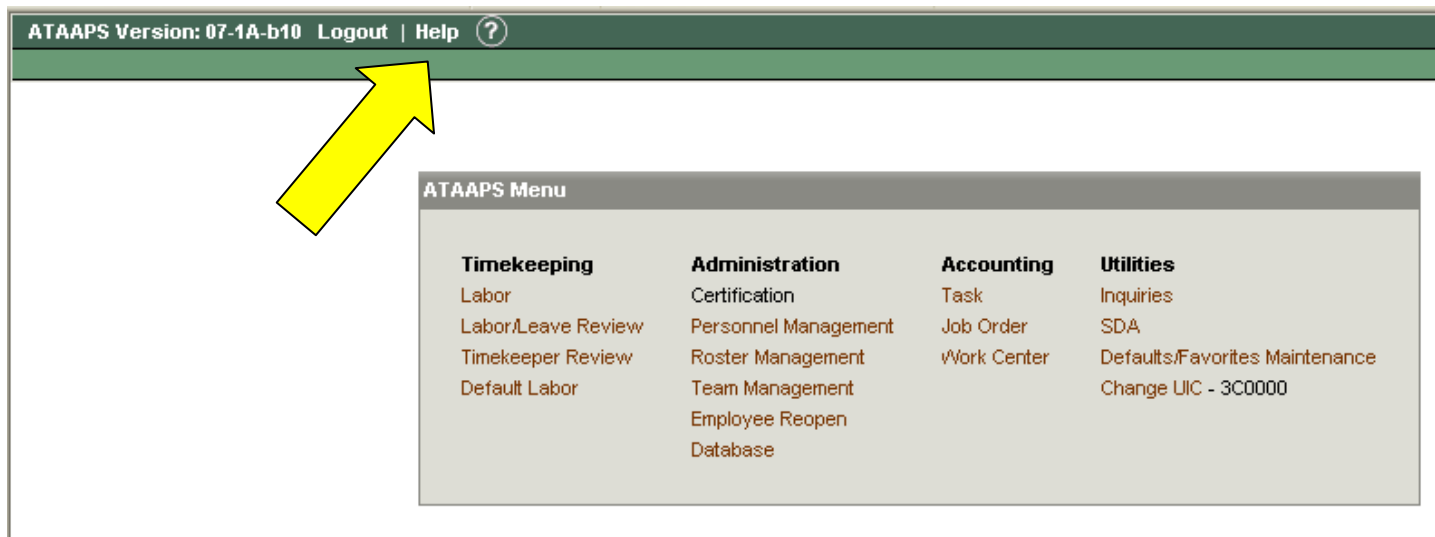


*Note: This is a direct link to DFAS MyPay to access your LES.*

Employees will be able to view/save/print their Leave and Earnings Statements.

## Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

**Help:** For detailed help on any ATAAPS web page, click on the Help link. This will open an additional copy of the web browser with many informative help pages and links.



**Payroll/ATAAPS Help Desk:** You may call 301-903-2500, Option 4 (Enterprise Application Support), Option 4 (Payroll Support). Or send an email message to: [PayrollCSRHelpDesk@hq.doe.gov](mailto:PayrollCSRHelpDesk@hq.doe.gov).